

---

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

AFSOCI 11-208, 1 March 1997, is changed as follows:

**OPR:** HQ AFSOC/DOVR (Capt Pera)

**Certified by:** HQ AFSOC/DOV (Col Jerry L Garlington)

**Pages:** 8

**Distribution:** F; X

**1. Write-in Changes:**

Page	Para	Line	Action
11	1.10.34	1	Delete "1.10.34. MEGP. Mission Essential Ground Personnel"
29	5.23	4	Delete ", including MEGP"

**2. Page-Insert Changes:** Changes are indicated by an asterisk (\*).

Remove	Date	Insert
23, 24 (basic)	1 Mar 97	23, 23.1, 24, 24.1
or		
23, 24 (C1 pages)	1 Jul 97	23, 23.1, 24, 24.1
or		
23, 24 (C2 pages)	1 Aug 97	23, 23.1, 24, 24.1
31, 32 (basic)	1 Mar 97	31, 32
or		
31, 32 (C1 pages)	1 Jul 97	31, 32
or		
31, 32 (C2 pages)	1 Aug 97	31, 32

STEPHEN R. CONNELLY, Colonel, USAF  
Director, Operations

**THIS PAGE INTENTIONALLY LEFT BLANK**

**\*5.9. Passenger Classification.** DoD 4515.13-R, Air Transportation Eligibility establishes criteria for passenger movement on DoD aircraft. It defines five categories of passenger travel: space-available, aeromedical evacuation, orientation, public affairs, and space-required. AFI 11-401, *Flight Management*, provides further guidance on orientation and public affairs travel. Refer to these publications directly for details not addressed in this instruction. In all cases, passengers will be manifested on a DD Form 96, Passenger Manifest.

\*5.9.1. Space-available. Allows authorized passengers to occupy surplus seats on DoD aircraft after all space-required passengers have been accommodated. Required documentation is listed in DoD 4515.13-R. Passengers process through the passenger terminal. Group CCs or COMAFSOF may approve space-available travel on AFSOC helicopters after careful consideration of mission requirements and sensitivities.

\*5.9.1.1. Restrictions. Both pilots must be fully qualified. Group CCs or COMAFSOF may approve air refueling on a case by case basis. All other mission events and simulated EPs are prohibited.

\*5.9.2. Aeromedical Evacuation. Defined as the movement of patients by air. Specific guidance on eligibility and documentation is contained in DoD 4515.13-R. USCINTRANSOM is the single manager for policy and procedure.

\*5.9.2.1. Restrictions. If tasked to conduct aeromedical evacuation, both pilots must be fully qualified. Air refueling may be performed if required for mission accomplishment after coordination with tasking authority. All other mission events and simulated EPs are prohibited.

\*5.9.3. Orientation. AFI 11-401, *Flight Management*, contains specific details on the Air Force Orientation Flight Program. There are four categories of orientation flight: incentive flights, distinguished visitor flights, familiarization flights, and spouse orientation flights. Authorized participants and approval authority are contained in AFI 11-401, Table 1.1. Document authorization by letter and manifest on DD Form 96. Requests for approval will include the mission profile and mission events to be accomplished. Forward requests through stan/eval channels. Report annual orientation activity IAW AFI 11-401.

\*5.9.3.1. Restrictions.

\*5.9.3.1.1. For spouse orientation, comply with restrictions in AFI 11-401. Additionally, air refueling and threat maneuvers are prohibited.

\*5.9.3.1.2. For other orientation categories, both pilots must be fully qualified. Group CCs or COMAFSOF may approve air refueling on a case by case basis. Simulated EPs are prohibited. All other mission events may be conducted as approved by approval authority. Passengers will be seated with belts fastened during threat maneuvers.

\*5.9.4. Public Affairs Travel. Defined as travel in the interest of adding to the public understanding of DoD activities. AFI 11-401, *Flight Management*, contains specific details on the Air Force Public Affairs Flight Program. Authorized participants and approval authority are contained in AFI 11-401, Table 1.1. Document authorization by letter and manifest on DD Form 96. Requests for approval will include the mission profile and mission events to be accomplished. Forward requests through public affairs channels.

\*5.9.4.1. Restrictions. Both pilots must be fully qualified. Group CCs or COMAFSOF may approve air refueling on a case by case basis. Simulated EPs are prohibited. All other mission events may be conducted as approved by approval authority. Passengers will be seated with belts fastened during threat maneuvers.

\*5.9.5. Space-required. DoD 4515.13-R lists several categories of passengers, not previously mentioned, who are authorized official travel on DoD aircraft. Apply space-available processing, approval, and restrictions from paragraph 5.9.1. and 5.9.1.1. to all space required categories with the following exceptions:

\*5.9.5.1. Supported forces. A sub-category of space required passenger defined by this instruction as US and foreign military personnel who are an integral part of the mission being performed. Approval is assumed by the mission tasking. Manifest on DD Form 96.

\*5.9.5.1.1. Restrictions. Both pilots must be fully qualified unless excepted by AFI 11-401, paragraph 1.12 (Requirements for Pilots in Dual-Controlled Aircraft). Simulated EPs are prohibited. There are no restrictions on mission events. Passengers will be restrained by the safest means possible within mission constraints. Reference paragraph 5.11., Personnel Restraints, and Table 5.1., Passenger Classification/Restraint Policy. Aircraft commanders will ensure that supported forces are briefed on the mission profile and mission events before flight.

\*5.9.5.2. Supporting forces. A sub-category of space required passenger defined by this instruction as US and foreign military, DoD civilians, and US civilian employees under contract to the DoD, who directly support the mission or a deployment of an AFSOC unit. This may include, but is not limited to; maintenance, communications, intelligence, logistics, fuels, and flight test personnel, unit-supporting chaplains and public affairs personnel, civilian contractors required for inflight checks or deployment support, FAA representatives, STS, fire support officers, and other military personnel who are on board to communicate/coordinate with ground forces. Off-station travel requires travel orders. Local flights will be documented by letter of authorization from the Group CC or COMAFSOF. (Exception: Squadron Commanders/Mission Commanders may approve squadron assigned personnel or maintenance personnel required for mission accomplishment). When frequent local flights are necessary, commanders may issue annual authorizations by name or AFSC. When using this option, aircraft commanders will ensure that all restrictions in the following paragraph are complied with for each individual mission. Manifest all supporting forces on DD Form 96.

\*5.9.5.2.1. Restrictions. Both pilots must be fully qualified unless excepted by AFI 11-401, paragraph 1.12 (Requirements for Pilots in Dual-Controlled Aircraft). Simulated EPs are prohibited (Exception: EPs required for the purposes of a functional check flight are authorized. In this context, personnel on board are required for mission accomplishment. Limit personnel to absolute minimum required). Other mission events are authorized. Passengers will be seated with belts fastened during threat maneuvers. Aircraft commanders will ensure that supporting forces are briefed on the mission profile and mission events before flight.

#### **5.10. Personnel Loading. (See Figure 5.1.):**

**WARNING:** Personnel must be aware of the possibility of reduced main rotor and tail rotor blade ground clearance and avoid the upslope side and tail rotor side of the helicopter when off or onloading.

**WARNING:** Personnel will have weapons pointed down, safetied, and radio antennas collapsed prior to entering the rotor plane. They will enter the rotor plane area only when cleared by the crew (beckoning motion hand signal).

##### **5.10.1. H-53 specifics:**

5.10.1.1. Personnel normally enter the aircraft through the ramp entrance and move as far forward or aft in the cabin as the aircrew directs. Personnel in the aft cabin area, when loaded, will not extend past the ramp hinge.

5.10.1.2. Troops must be seated and secure prior to takeoff.

##### **5.10.2. H-60 specifics:**

5.10.2.1. Personnel enter the aircraft from both sides. Troops must be seated and secure prior to takeoff.

5.10.2.2. Personnel Offloading (H-53/60). Personnel will depart the aircraft as directed by the aircrew.

**5.11. Personnel Restraints. (See Figure 5.1.)**

5.11.1. Aircrew. All personnel must be restrained by the safest means possible for the type mission being flown. At least one pilot will have seat belt and shoulder harness fastened when rotors are engaged. Crewmembers may perform duties that require them to be unrestrained for short periods of time provided they are not in close proximity to an open door.

5.11.1.1. H-53 flight engineers are not required to wear the shoulder restraint harness when it prevents movement required with duties. The seat back should be up (except over water) and the lap belt used at all times.

5.11.1.2. MH-60 flight engineer and gunner seats will not be removed except during actual contingency operations.

5.11.2. Combat equipped troops. When carrying troops/teams and seats/seatbelts are not installed/used due to mission or aircraft load, alternate restraints will be used by those personnel. These restraints may not protect occupants in a crash sequence as well as a seatbelt, but must be of such design to keep occupants from falling out of open doors. Each individual will have a restraint to secure him to the aircraft. Additionally, doors will be closed or cargo straps across open doors where the possibility exists that personnel could fall out. **NOTE:** Additional aircrew are considered team members within the context of this paragraph.

5.11.3. Alternate loading methods used should allow seats and equipment not required for the mission to be removed. Define the cabin floor itself as the seat and either a seat belt, snap link device, tiedown strap, or similar restraining device to restrain all occupants. Brief all users on the type of restraining device installed.

5.11.3.1. Alternate restraints will be secured as soon as possible before/after takeoff. They will not be removed until as late as practical prior to the landing/assault (no earlier than the 5 minute call).

5.11.4. Accomplish troop security by one of the following methods in descending order of preference:

5.11.4.1. Seatbelts or snap links attached to tiedown rings on the cabin floor.

5.11.4.2. Static line anchor cable to provide a hook-up point for troops equipped with snap link devices. Cables can be locally manufactured; weight test them to 2500 lbs prior to placing into service and test them annually thereafter IAW T.O. 1-1A-8.

5.11.4.3. Five thousand (5,000) pound tiedown straps.

**THIS PAGE INTENTIONALLY LEFT BLANK**

**\*Figure 5.1. Passenger Classification/Restraint Policy.**

<b>Passenger Classification</b>	<b>Approval Authority</b>	<b>Restraint</b>	<b>Air Refueling</b>	<b>Tac Events</b>
<b>Space Available</b>	Group/CC, COMAFSOF	Seat/Seat Belt	Yes (1)	No
<b>Aeromedical Evacuation</b>	Group/CC, COMAFSOF	Seat/Seat Belt	Yes (1)	No
<b>Orientation</b>				
Incentive Flights	See AFI 11-401, Table 1.1	Seat/Seat Belt	Yes (1)	Yes (1)
DV	See AFI 11-401, Table 1.1	Seat/Seat Belt	Yes (1)	Yes (1)
Familiarization Flights	See AFI 11-401, Table 1.1	Seat/Seat Belt	Yes (1)	Yes (1)
Spouse	See AFI 11-401, Table 1.1	Seat/Seat Belt	No	No
<b>Public Affairs Flights</b>	See AFI 11-401, Table 1.1	Seat/Seat Belt	Yes (1)	Yes (1)
<b>Space Required</b>				
Supported Forces				
US and Foreign Military Personnel	Mission Tasking Authority	Alt. Load	Yes	Yes
Additional Aircrew	Aircraft Commander	Alt. Load	Yes	Yes
Supporting Forces				
Maint. Pers. supporting deployment	Unit/CC, Mission Commander	Seat/Seat Belt	Yes	Yes
Unit Assigned/Attached Pers.	Unit/CC, Mission Commander	Seat/Seat Belt	Yes	Yes
Other Mil.Pers.& DOD Civilians	Group/CC, COMAFSOF	Seat/Seat Belt	Yes	Yes
Pers. required for 18 FLTS	18 FLTS/CC	As Required	As Req	As Req

Note 1: When authorized by approving authority.

## CHAPTER 6

### AIRCREW PROCEDURES

#### SECTION A--PREMISSION

##### 6.1. Flying Clothing/Safety Equipment:

6.1.1. All crewmembers will wear the AFSOC aircrew uniform outlined in AFI 36-2903.

6.1.2. Flying Clothing. When reporting for flights or alert duties, aircrew personnel will wear designated flying clothing appropriate for the climatic conditions and terrain over which the flight will be made, as determined by the unit commander.

6.1.3. Eye Protection. Use protective goggles, plastic lens glasses, or the helmet visor for eye protection if duties require personnel to be in close proximity to the operating helicopter. Wear goggles whenever dust, sand, dirt, etc., constitute a hazard. Ensure that all personnel involved in the firing of weapons wear eye protection to include one of the following: helmet visors, plastic lens glasses, safety goggles, or aircrew gas mask. Glass lens eyeglasses or sunglasses alone do not satisfy the requirement.

6.1.4. Ear Protection. Aircrews will ensure that hearing protection devices are available on each aircraft prior to flight.

**6.2. Tool Kits.** The flight engineer will have a tool kit on board for all flights. Individual units will establish requirements for tools to be included in these kits. As a minimum, the kit will include enough tools to remove and install chip detector plugs. Tool kits will have an inventory list for accountability and must be sealed. If the seal is broken by the crew, the aircraft commander, or designatee, will inventory the kit and sign the accountability list prior to departing the aircraft.

**6.3. Aircrew Publications Requirements.** All crewmembers will maintain and carry on all flights their applicable abbreviated checklist and AFSOCI 11-208, AFSOC CL 24.

#### SECTION B--PREDEPARTURE

**6.4. Flight Crew Information File (FCIF).** Review Volume I, part A, before departure on all missions.

6.4.1. Update AFSOC Form 11, FCIF Currency Record, if new material has been added to the FCIF since the last review. Enter the last FCIF item number, date, and initial the AFSOC Form 11. Initialing the AFSOC Form 11 certifies review of all items.

6.4.2. Crewmembers joining a mission enroute will receive an FCIF update from their primary aircrew member counterpart on that mission. Instructor pilots who fly with general officers are responsible for briefing appropriate FCIF items.

6.4.3. Crewmembers not assigned or attached to that unit will certify FCIF review by entering the last FCIF number and their initials behind their name on the file copy of the flight authorization or their ACM orders.

**6.5. Mission Kits.** Units will maintain one mission kit per aircraft. Prior to departure, the aircraft commander or designated representative will ensure that a current mission kit is aboard the aircraft. See Figure 6-1 for minimum requirements.